

CLASS TITLE: Elderly Aide II

CHARACTERISTICS OF THE CLASS: Under supervision, performs clerical functions and assists in providing referral information and social service related activities for senior citizens; performs related duties as required.

EXAMPLES OF DUTIES: Provides information to senior citizens, organizations, clubs and groups regarding city and community sponsored programs, activities and services; maintains reference files of government services and other community and social service resources for the elderly; assists in updating and maintaining community resource directories; prepares informational mailings of interest to the elderly population; photocopies and distributes various documents; answers walk-in and telephone inquiries.

Assists in scheduling, coordinating and conducting a variety of events and activities for the elderly; issues emergency food in appropriate situations; assists in serving meals to the elderly; may accompany senior citizens on various medical visits; assists senior citizens on tours, field trips and other recreational outings.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience/Full-Time. Six months of community or social service experience, or an equivalent combination of training and experience.

Training and Experience/Part-Time. Must be at least 55 years of age and meet federal program guidelines.

Knowledge, Abilities and Skill. Some knowledge of community and/or social service programs. Some knowledge of office practices and procedures.

Ability to work with senior citizens groups. Ability to organize work effectively and maintains files. Ability to perform clerical duties.

Skill in providing information and assistance to senior citizens. Skill in performing office clerical functions. Good communication skills.